

2019 GREAT BASIN IMT STANDARD OPERATING GUIDE



3/11/2019

Great Basin Coordinating Group

2019 Great Basin IMT Standard Operating Guide

GREAT BASIN COORDINATING GROUP

I. MISSION STATEMENT

A. Coordinating Group Mission of the IMT's

The mission of the Type 1 and Type 2 incident management teams (IMT) in the Great Basin Geographic Area is to provide Agency Administrators (AA) a pool of organized, highly skilled and qualified personnel to respond to emergency incidents within the geographic area.

II. PURPOSE AND GUIDELINES

A. Coordinating Group Leaders Intent

It is imperative that Incident Commanders (IC) exhibit a professional command presence and provide clear leader's intent to all fire personnel, other internal partners, external partners, the public, and Agency Administrators on your incidents.

Ensure duties and assignments given are understood, roles and responsibilities are defined, and employees are acting within the scope of their duty in a responsible manner.

ICs are required to make contact with AAs upon the initial order for an IMT. The IC is expected to negotiate team size and composition, any special needs, and the expectations of the team. It is our goal in the Great Basin to maintain flexibility and staff according to the need of the incidents.

Brief the AA or AA representative on a daily basis and immediately notify them of any serious accidents or injuries in addition to reporting to the Geographic Area Coordination Center. ICs are expected to fully participate in any reviews and investigations.

There will be zero tolerance of any acts of discrimination, drugs or alcohol, sexual harassment or intimidation.

The Great Basin Coordinating Group (GBCG) is making an effort to become more involved with the IMTs. You may get a visit from various GBCG members on your incident in order to foster coordination, communication, and to build rapport between the GBCG, GB Operations Committee (GBOC), and the GB IC Council (GBICC).

The GBCG expects that all ICs and IMTs are committed to the objectives and elements within this document. The ICs must lead by example and demonstrate professionalism at all times on incidents, between incidents, at meetings, or any place you are representing the Great Basin Agencies. ICs must also be personally committed to creating an inclusive atmosphere both internal and external to the team. ICs assume responsibility for team performance, conduct and behavior.

III. TEAM OVERSIGHT AND TEAM MANAGEMENT

A. Team Oversight

Oversight and management of the Great Basin Geographic Area IMTs is provided by agency staff from the respective zone, area, state and regional offices (NPS, USFS, BLM, BIA, IDL, NDF, UDNR FWS) which form the GBCG. IMT activities and availability are coordinated through the Great Basin Coordination Center (GBCC).

Roles –

GBCG - Charters and provides direction, intent and oversight for all Type 1, and 2 teams within the Great Basin and works to support the standing Type 3 teams when mobilizing out of their respective areas.

GBOC - Is a working committee assigned by the GBCG that is responsible for the workload associated with outreaching/recruiting, selecting, and scheduling teams.

GBICC – Is a working committee made up of all the GB Type 1 & 2 ICs. ICs are recruited and recommended by the GBOC, selected by the GBCG. They are responsible for building the team and providing oversight, direction, leadership and creating cohesion and a respectful work environment. They interface with the host AAs and are the link between the team, the host unit and the community, partners and stakeholders impacted by the fire.

AAs - Request and brief the IMT, providing a clear delegation of authority to act on their behalf and all of the information the team needs to be successful in the complex social and dynamic natural environment. When assigned to an incident, the IMT serves at the discretion and operates under the control and guidance of an agency administrator who delegates authority and provides objectives and operating guidelines applicable to a particular incident. The AA provides a performance evaluation for the IMT/IC that is focused on how well the team met the objectives but may not address the efficiency and functionality of the team's internal processes.

Partner Agencies - The agencies that are represented on the GBCG including Federal and State partners in the Great Basin. The partner agencies have responsibility for determining qualifications of IC's and team members as well as all other fire personnel in the system, providing training and when needed, discipline in the event of an individual performance issue.

Oversight During Assignments –

GBCG members may visit teams working on fires in their respective jurisdiction(s) which is an important practice. During visits the GBCG member will:

- Check in with AAs, IC, and members of the command and general staff to see how things are going and ensure everyone has the support they need to be successful. A focus area will be communication. Is it well established and effective, internally, externally and with the host unit(s).
- Another focus will be how the team, in concert with the AA, is developing and monitoring strategic assessment, implementation of risk informed strategy, and maintenance of a common operating picture.
- Keep our objectives for safety, professionalism, inclusiveness, service and respect in mind during these visits, noting where improvements may be suggested and/or commendations should be acknowledged.

The GBCG member from the host jurisdiction may request a more formal review conducted by an evaluation team that may be comprised of members of the GBOC, Incident Business Group or other specialists if there are particular issues or questions relative to the IMTs management of the incident. Objectives and desired outcomes would be developed for the specific review and shared with the Team, the AA and the GBCG. Those visiting members' travel will be funded by geographical incident support code.

Formal Review Standards/Actions -

An Evaluation Report containing the following sections will be completed:

- Introduction—Evaluation team members, qualifications, and date and times of review as well as review methodology
- Narrative—Explanation of why the review was ordered (an event that triggered it, specific concerns, etc.), chronology, and findings
- Commendations
- Recommendations

The Evaluation team will review the draft report with the AA and IC before leaving the incident. Evaluation teams will prepare a written report of their findings to the GBCG within 14 days of the close-out.

GBCG will appropriately recognize exemplary performance by an IMT based on an evaluation team's findings.

If deficiencies are reported by the evaluation team, the IMT will be given a copy of the report and asked to make a presentation to the GBCG on their perspective of the deficiencies cited and their recommendations for corrective action.

Based on the seriousness of the deficiencies and the presentation by the IMT, the GBCG will adopt a plan for remedial action. This plan may recommend replacement of individual members, temporarily standing down a team, or under unique circumstances, dissolution of the entire team. In the spirit of continuous learning, the final report will be shared with GBCG, GBOC and the GBICC.

B. GBCG Governance

The GBCG is the decision body and provides oversight to the IMTs. The GBOC provides recommendations to the GBCG on all aspects of fire operations including IMT selections, staffing, support, and other related issues in support of Great Basin IMTs.

Each IMT has been assigned a GBCG member liaison to provide support and an interface to the IMT both during the season and during the off-season.

The role of the liaison is to foster the communication both to the IMTs from the GBCG and from the IMT to the GBCG.

GBCG IMT Liaisons:

- | | |
|-----------|-----------------------|
| • GBIMT 1 | FS (Stewart) |
| • GBIMT 2 | NPS (Woffinden) |
| • GBIMT 3 | BIA (Nosie) |
| • GBIMT 4 | Idaho BLM (VACANT) |
| • GBIMT 5 | Nevada BLM (Peterson) |
| • GBIMT 6 | Utah BLM (Wade) |
| • GBIMT 7 | US F&WS (Carter) |

C. Team Management

Great Basin IMTs are developed and maintained through coordinated efforts of participating agencies primarily to serve Agency Administrators in the management of complex incidents within their areas of responsibility. An analysis will be used to assist Agency Administrators in determining the type and complexity of each incident. This will be documented and used to match the appropriate management capability to the requirement of the incident and its potential.

When assigned, IMTs serve Agency Administrators of a local unit/jurisdiction or a group of units and will abide by the policies of the agencies for which the service is being provided. IMTs will apply guidelines in the Interagency Standards for Fire and Fire Aviation Operations (Red Book), NWCG Wildland Fire Incident Management Field Guide, National and Great Basin agency specific operational policies to assure safe, risk informed, and effective incident management.

D. Configuration

AAs are responsible for determining whether to order teams configured either long or short based on incident complexity. This determination must be made based on management objectives, safety, cost, etc. and should be discussed with the incoming IC, if practical.

The Great Basin Type 1 and Type 2 short and long IMTs will follow the national standard as identified in the national mobilization guide.

Standing Type 3 IMTs will at a minimum meet the position standards identified in the Interagency Standards for Fire and Fire Aviation Operations (Red Book).

The requesting unit agency administrator has the authority to increase or decrease the number of ordered positions. The IC and the requesting unit will negotiate any changes to the configuration.

E. Composition

Great Basin Type 1 and Type 2 IMTs will adhere to the National Multi-Agency Coordinating Group and National Wildfire Coordinating Group Executive Board approved Incident Management Team Composition Standards. The IMT composition reflects an essentially fully-rostered team, along with discretionary positions, and will provide opportunities based on the nature and location of the assignment. It provides for a mix of both Geographic Area priority trainees and IMT trainees, to produce the desired results for team successional planning and future incident assignments.

F. Tenure

ICs will serve for three years contingent on satisfactory performance. Deputies, IC Trainees and out of geographic area candidates must reapply every year. The outgoing IC will serve as the IMT IC until the new IMT roster is approved by the GBCG.

Each non-IC position on the IMT is required to re-apply every year.

G. Replacement/Removal

ICs may initiate removal action for IMT members missing more than three call-up periods or call-outs during a year without a valid reason. The IC will draft a letter from the GBOC Chair to inform the individual and his or her supervisor of the action.

The removal of IMT members for performance or conduct issues must be directly communicated to the individual prior to leaving the incident as well as thoroughly documented by the incident supervisor and IC. Performance-related documentation will be forwarded to the respective agency GBOC representative and the home unit supervisor. Notification of removal for conduct-related issues will be communicated to the agency GBOC representative, but documentation will only be sent to the home unit supervisor.

IV. GA OVERSIGHT AND IMT BUSINESS PRACTICES

A. Selections and Qualifications

The Great Basin standard for selection priority is in the following order:

- Agency (Federal/State/Local Government) -- in GB
- Agency (Federal/State) -- out of GB
- Administratively Determined (AD) -- in GB
- Administratively Determined (AD) -- out of GB
- Local Government -- out of GB
- Supplemental Fire Department Resources -- (SFDR)

The GBCG, GBOC and GBICC will strive to honor each applicant's application and team/position request, however in certain instances where critical shortages occur the GBCG, GBOC and the GBICC reserves the right to invoke the following measures involving positions on IMTs:

- Applicants may be placed on any IMT based on the applicant's qualifications and the needs of the IMT. Applications for specific IMTs are only a notification of preference and not a guarantee that the applicant will be placed on that IMT.
- Applicants are encouraged to apply for their highest level qualification; applicants may be placed into positions based on their qualifications regardless of what IMT or position they applied for in ICAP.
- Applicants applying for IMTs outside the Great Basin with qualifications needed within the Great Basin will not be granted approval to participate on IMTs outside of the Great Basin.

Agency personnel will be selected for IMTs before others when possible to ensure continued development of agency employees. Out of geographic area IMT members will be considered if no qualified Great Basin agency candidates are available. Out of geographic area applicants must have approval from the geographic area they reside in. There will be situations that allow selection of applicants based upon best business practices.

AAs are responsible for ensuring that agency employees meet or exceed agency qualification standards for positions that employees are filling on geographic area Incident Management Teams or any incident assignment. ICs are responsible for verifying team member qualifications.

B. Selection process

Selection timeframes –

- Early September: Chair, GBCG, will send out recruitment notice for Incident Commanders (IC) with a due date of Mid October.
- Early November: Chair, GBOC will forward IC recommendations to the GBCG for approval.
- Late November: Chair, GBCG, will send out the IMT nomination letter to agencies

within the geographic area.

- Early January: IMT nominations must be submitted in Incident Command Application Program (ICAP).
- Early February: ICs and GBOC select and review IMT members.
- Mid February: GBCG approves IMT rosters
- Late March - Early April: Annual IMT meeting.

Selection of Incident Commanders -

When a vacancy exists, a vacancy announcement will be developed and it will be advertised by the GBCG. Nominations for ICs and Trainees will be submitted via the ICAP. The nomination package will be forwarded to the GBOC Chair. GBOC will review and evaluate the nominees. The GBICC will provide recommendations for the placement of IC trainees and Deputy ICs within the team rosters. The GBOC will forward their recommendations to the GBCG for approval. The GBCG will send out a letter documenting the new ICs, Deputies and IC Trainees.

A standard set of selection factors and a rating and ranking criteria shall be utilized for selection of all IC positions. Interviews may also be conducted with IC applicants. In the event an IC cannot complete their tenure, the GBCG will appoint an interim IC to complete that fire season.

Type 1 ICs will have prior experience as a Type 2 IC on an organized geographic area sponsored Type 2 IMT. They will have been assigned as an IC for at least one season with a minimum of two mobilizations as a Type 2 IC.

Selection of incident management team members -

Nominations for IMT members within the Great Basin are the responsibility of the individual, their supervisor and their respective GBOC agency representative. Nominations will be submitted via ICAP.

The primary goal of IMT selection is to place highly skilled individuals in positions for which they are qualified and for which they fit in an IMT environment. The GBCG will have the final approval of membership of an IMT.

Each nomination must be submitted by the employee and approved by the supervisor via an ICAP email notification and approval request. This ensures that he or she will make the necessary commitment to meet the National and Geographic Area schedule, assignments, and meetings. The host unit training officer will review the applicant to ensure the applicant is qualified to perform in the nominated position and confirm via an ICAP email notification and approval request.

The GBOC and ICs will meet by the first week of February to review and approve the proposed IMT rosters for each IMT. The GBOC liaison from GBCG will attend the selection meeting to provide input and oversight. Individuals may be assigned to only one IMT at a time.

The IMT selection process will include a conference call or two in the weeks prior to the IMT

selection meeting and a “pre-meeting” primarily between the ICs the day prior to the actual selection meeting. Roster Liaisons from the GBOC, and the Chair for the GBOC may attend this meeting, however it is primarily designed to work out any last minute glitches between IMTs. The goal of the calls and pre-meeting is to improve the coordination between the IC’s and to identify positions where some IMTs may have vacancies in critical positions, where others may be able to help as they are well staffed or may know of potential applicants that haven’t applied. It may also be used to determine shortages, excess and overlap of positions. A desired outcome is to ensure the best possible spread of qualified personnel across all teams and make the selection meeting more efficient and productive.

Proposed IMT rosters will be submitted using the national master roster template to ensure consistency of IMT positions and number of trainees.

It is the goal of the GBCG, GBOC and GBICC to build and foster the strongest and most effective IMTs possible within the Great Basin. With this goal comes the responsibility to make decisions that are not always the most popular, but are made in the spirit of ensuring all the Great Basin IMTs are the strongest possible.

All Great Basin personnel that apply for out of geographic area IMTs need approval from their agency representative to ensure the needs of the Great Basin are met first. It is the responsibility of the GBOC Chair to coordinate this with the Coordinating Group Advisory Council (CGAC) representative.

While it is desirable to maintain IMT consistency over consecutive years, selection of IMT members in future years is not an entitlement. Applicants will be evaluated on an annual basis and must compete with other applicants for the same position among the seven Great Basin IMTs. Past position specific performance evaluations will be used when making selection decisions if necessary. GBCG and ICs have developed IMT succession planning and those factors will also be considered.

Nominees and trainees not selected for IMTs will be maintained in ICAP. Names will be available for selection if vacancies occur on IMTs throughout the season. Trainees not selected will be encouraged to apply through the GB Priority Trainee Program.

GBOC Roster Liaisons-

The primary objective is to streamline the selection process prior to the selection meeting. The function of the roster liaison is to provide an unbiased view of rosters and work with the designated IC prior to the meeting in order to vet the proposed roster and work through any irregularities, questions, concerns or abnormalities that may be raised at the formal selection meeting.

Roles of roster liaison:

- Ensure that the selection process follows the GBCG priorities (i.e.-ADs are not selected before other qualified agency/cooperator applicants).
- If there is an AD in a primary position on the IMT, assess the IC’s succession plan for that position.
- Review any IMT roster vacancies and compare to the “not selected list” (did someone who applied not get selected when there are still vacancies?).

- Have a short discussion to understand how the IC is managing succession planning, especially their use of the six trainee slots.

GBOC Roster Liaisons:

- | | |
|-----------|-----------------------|
| • GBIMT 1 | Nevada BLM (Strange) |
| • GBIMT 2 | NPS (Collins) |
| • GBIMT 3 | Nevada State (Waters) |
| • GBIMT 4 | Idaho BLM (Fransted) |
| • GBIMT 5 | Utah BLM (Delaney) |
| • GBIMT 6 | Utah State (Snyder) |
| • GBIMT 7 | USFS (Peel) |

V. COORDINATING GROUP EXPECTATIONS OF INTERAGENCY INCIDENT MANAGEMENT TEAMS

A. IC/Team Behavior

ICs/Teams are committed to the following:

Safety - The safety of our emergency responders on the ground and in the air and the safety of the public is our highest priority on every assignment. We are committed to working with agency administrators and partners to make risk-informed decisions that protect lives above all other objectives.

Professionalism - We provide professional teams staffed with the best wildland fire practitioners and support personnel available. That means we are committed to learning, which comes from training and experience, and we prioritize successional planning that provides for fully staffed teams in the future.

Service - Our teams are there to meet the needs of the requesting unit(s). We are committed to working with local agency administrators to fulfill the objectives written into delegations of authority and to help them understand the suite of values, risks, and opportunities available to meet objectives. We recognize that service to the host unit includes fostering critical relationships and we strive to leave relationships better than we found them to the extent possible.

Respect - Our teams are committed to providing a safe, respectful and inclusive work environment for team members, all assigned resources and the local agencies and publics we serve.

B. Safety

The GBCG and AAs are committed to Zero Tolerance of carelessness and unsafe actions. The commitment to and accountability for safety is a joint responsibility of all firefighters, IMT members, and agency administrators. Individuals must be personally committed and responsible for their own performance and accountability.

The Delegation of Authority, all Incident Action Plans, the Wildland Fire Decision Support System (WFDSS) and related activities must reflect this safety commitment.

The IC shall ensure that safety factors are covered with incident personnel at all operational briefings, and that sound risk management is used continuously as strategy and tactics are implemented.

IMTs will physically inspect the incident qualifications card to verify qualifications of all personnel prior to operational assignment. Only fully qualified individuals, with those qualifications documented on their incident qualifications card will be assigned. This requirement should be met at the time of check-in as resources arrive.

All teams assigned in the Great Basin will brief the AA at least daily with emphasis on accidents, incidents, injuries, or safety concerns. The AA must be notified immediately if any serious accident, injury or fatality occurs.

AAs and ICs are responsible to insure compliance with established work/rest guidelines when assigned to their units.

IMT's will use the current Medical Plan (ICS-206WF) form to standardize and enhance communications and consistency during an emergency.

IMT's will have, be familiar with and drill on their Emergency Operations Plans (i.e. Incident within Incident Plan).

VI. IMT SUCCESSION PLAN

A. Responsibilities/Purpose/Priorities

The responsibility for succession planning for IMTs resides with the GBOC and GBICC. The purpose is to increase the number of qualified people who can fulfill the immediate position shortages and replace ADs who are performing as Command and General Staff on IMTs.

The ICs and their respective GBOC roster liaisons will work together to accomplish the following:

- IMTs will continue to roster six IMT development (blue) positions to support individual IMT and general Great Basin team succession.
 - Priority selection for the six IMT development (blue) position slots must first be granted to applicants (if available) who will replace existing IMT ADs. Beyond AD replacement, the positions are at the discretion of the IC.
 - IMT development (blue) trainee candidates may also apply to the Great Basin Priority Trainee program, but must coordinate their availability for priority trainee assignments with their IC. Selection as an IMT development trainee does not increase an applicant's ranking in the GB Priority Trainee program.
 - Trainee ICs do not count as one of the six blue positions, so a team may roster an IC trainee *plus* six IMT development trainees.
- DIVS will not be carried on a roster as a blue trainee, but will instead be selected

through the GB Priority Trainee process.

- IMTs will order trainees through the Great Basin priority trainee program who will help build capacity for the current position shortages positions.
- Per NMAC Correspondence #2016-05, “While the use of ADs on incident assignments is permitted, in an effort to support IMT succession planning, it is required that an agency employee be assigned to each AD as a trainee when possible and a succession plan developed for that position. This will assist agencies with workforce development efforts and lessen the reliability on a supplemental workforce.”
- Mentoring current IMT members to pursue qualifications outside their comfort zone, i.e. a DIVS or OSC2 to logistics or finance function.

B. Trainees

Trainee positions will be encouraged with an emphasis on developing future IMT candidates and participation.

Trainees are not permanent IMT members. Upon fulfilling on-the-job requirements/task books, assigned trainees shall be replaced.

Priority trainees will be accepted from other GACCs based upon their prioritization program.

Trainees are mobilized with a maximum of a 1:1 ratio of qualified position to trainee. The 1:1 ratio does not require that the qualified position be the equivalent to the trainee. (e.g. Finance Section Chief may serve as the trainer for a Time Unit Leader.)

The IMT will notify the home unit Fire Management Officer or training officer and Geographic Area Training Representative (GATR) upon completed training with assigned trainees. This will include the appropriate supporting documentation. A copy of all negative performance will be forwarded by the GATR to the trainee’s respective GBOC agency representative for additional follow up.

GBICC will provide an end of season report to the GBOC and GBCG of trainee progression during the season.

C. Training

Annual IMT meetings –

The Great Basin IMT meetings are the responsibility of the GBICC and the GBOC. The Great Basin will hold an IMT meeting on an annual basis, typically between March 15 and April 15 of each year.

AAs are encouraged to attend the IMT meeting and/or communicate their concerns and questions through their agencies representative on the GBCG.

Responsibility for coordinating IMT meetings will be shared between the GB IMTs following the rotation schedule below. If an IC is new the year of their rotation, the schedule will be adjusted down to the next experienced IC.

- 2019 – GBIMT 6
- 2020 – GBIMT 7

- 2021 - GBIMT 1
- 2022 – GBIMT 2
- 2023 – GBIMT 3
- 2024 - GBIMT 4
- 2025 _ GBIMT 5

To help ensure continuity of knowledge in facilitating the IMT meetings, the IMT following the current year's meeting will transition with the next responsible IMT.

The IMT coordinating the meeting, with the assistance from the GBOC, will make all necessary arrangements including identifying a host facility, setting up blocks of rooms, securing the main meeting room and required number of breakout rooms, arranging for presenters including regional/national level agency administrators, subject matter experts, and sectional breakout presenters.

During the process of developing the IMT meeting, the IC for the responsible IMT shall work closely with the GBCG chair. An agenda shall be submitted no later than two weeks before the date of the meeting. (See section above for GBCG Liaison assignments).

At the conclusion of the IMT meeting an AAR shall be conducted to identify successes and needed improvements for the following year.

S-520 –

All S-520 candidates will meet the minimum qualifications listed in the 310-1 for Type 1 Command and General Staff positions. All candidates for S-520 are encouraged to perform successfully as a trainee on a Type 1 IMT prior to attending the course. Trainees should have some percentage of the competencies within their Position Task Book completed prior to attending S-520, as well as being supported by the GBICC.

If the candidate does not perform as a trainee on a Type 1 IMT they must have a documented positive performance evaluation and a written recommendation from their Type 2 Incident Commander to the GBOC. This should be an exception and apply to candidates with the appropriate level and depth of Type 2 IMT experience.

It is the expectation of the GBCG that candidates selected to attend S-520, upon successful completion, be selected and committed to a Type 1 IMT as a trainee to complete the Type 1 qualification.

Any deviation from the above will be reviewed by the GBCG.

The GBOC will prioritize candidates for S-520 as submitted by the GATR and in conjunction with the GBICC.

Performance evaluations from S-520 will go to the GATR and the respective GBOC representative.

S-420 or L-481 –

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All S-420 or L-481 candidates will meet the minimum qualifications listed in the 310-1 for Type 2 Command and General Staff positions. Trainees should have some percentage of the competencies within their Position Task Book completed prior to attending S-420 or L-481.

All candidates are required to have a recommendation from their supervisor or a Great Basin IC. The training committee will make the initial prioritization recommendation for Great Basin candidates and the GBOC and GBICC will make final approval. Any deviation from the above will be reviewed by the GBOC.

Performance evaluations from S-420 and L-481 classes will go to the GATR and the respective GBOC representative.

VII. MOBILIZATION AND ROTATION

A. Mobilization

The Great Basin Mobilization Guide identifies current mobilization procedures and responsibilities.

On-call IMTs are required to be available for mobilization within two hours during the designated call-out period. For Type 1 IMTs, the next available IMT in rotation is required to be available within eight hours. GBCC will establish procedures to assure prompt notification and mobilization of IMTs.

B. Rotation

Type 1 IMTs are available year round. NICC will establish the national IMT rotation schedule and guidelines and post on the NICC website. Great Basin Type 1 IMTs share the rotation with the Rocky Mountain Type 1 IMT. The Rocky Basin IMT1 rotation guidelines will be published in the Great Basin Mobilization Guide and posted on the GBCC website.

Type 2 IMT's will normally be on call from mid-May to early-October. The GBCC will publish the rotation schedule on the GBCC website. Two Type 2 IMTs will be on-call each week during the rotation period. The GBCG may occasionally alter the rotation to address IMT member fatigue or exercise a team that hasn't had an assignment.

During periods of high activity, Great Basin Type 2 IMTs can be activated a maximum of three days prior to the scheduled call out period, with approval of the GBCG and concurrence of the IC whose IMT would be affected. This policy is in place to mitigate IMT member fatigue and maintain the support from management.

IMTs may also be extended, per direction in the National Interagency Mobilization Guide. IMT extensions are to be negotiated between the Agency Administrator, the Incident Commander and the sending and hosting GACC/GMAC. NMAC approval is required for Type 1 IMTs.

NMAC, at any time, can request a geographic area to utilize an out of geographic area IMT (planned replacement need), in order to maintain currency for an IMT that has not had an assignment.

C. Roster

Each IMT will update their master rosters into a mobilization roster for each callout period no less than two days prior to the scheduled call up period and submit to GBCC overhead desk. After mobilization and negotiation with the hosting unit, name requests may be identified to support the IMT's management of the incident. These requests are generally the exception and are appropriate only for positions that cannot be filled during periods of high fire activity.

D. Substituted and assigned IMT members each call up period

If a Type 2 IC is not available to take their IMT on an incident, an approved alternate IC or Deputy may be assigned by the GBCG. The GBCG will maintain a list of approved alternate ICs. IMTs with substitute ICs may be mobilized with no geographic restrictions, as long as other National or Geographic Area substitution criteria have been met.

Substitution of Command and General Staff positions prior to mobilization will not be considered as a vacancy. If there are more than 2 vacancies (fill on mobs) in the Command and General Staff, the IMT will not be available and stood down until the Command and General Staff requirement can be met.

Type 1 IMTs will follow the National Interagency Mobilization Guide for managing IC availability and substitution of assigned C&G.

VIII. TEAM SUPPORT

The GBCG Liaison's agency is responsible for providing up to \$3,000 support to IMTs for items which the IMT uses throughout the fire season; these are items that do not meet the incident procurement regulations.

IX. TEAM INSIGNIA**A. Team Identification**

All IMT apparel and name tags will identify the wearer as belonging to a Great Basin IMT.

B. Team dress protocols

IMT apparel with team identification is required to be worn at incident in-briefings, close-outs and official public appearances. On incidents, it is preferred Incident Command Post personnel wear IMT apparel, pants, name tag, and closed toe boots/shoes; fireline personnel must wear proper PPE with IMT apparel and name tag preferred.

X. GBCC INCIDENT BUSINESS PRACTICES

See Incident Business Management at the Great Basin Coordination website

<https://gacc.nifc.gov/gbcc/business.php> which includes Great Basin Supplements to the Interagency Incident Business Management Handbook as well as a number of other Great Basin specific practices and tools.

XI. OUT OF GACC IMT BRIEFING

A. Local GACC intel

IC call

IC conference call will take place when 2 or more Type 1 or 2 IMTs are committed in the Great Basin. Otherwise the IC should call the GBCC center manager or coordinator on duty prior to 1000 daily to relay any updates, needs or concerns.

When the conference call is needed it will be conducted daily at 0800 MT / 0700 PT on the following bridge: 888-844-9904 / 1585855#.

Type 1, Type 2 and standing Type 3 IMTs are expected to be on the call ready to report out to the group.

Other Type 3 incidents will be represented by the Agency/State/Regional Duty Officer. The call agenda can be found in Appendix A and on the Overhead/Teams page of GBCC webpage at: <http://gacc.nifc.gov/gbcc/overhead.php>.

Access to 209

The first time an IMT has worked in the Great Basin each season, they will need to contact the GBCC Intelligence Coordinator to request access to the Great Basin dispatch centers.

GBCC Webpage

Additional geographic area specific information can be found at <https://gacc.nifc.gov/gbcc/>.

XII. INCIDENT CLOSEOUT AND EVALUATION

A. Narrative

The Final Incident Narrative focuses written documentation on how the IMT accomplished the objectives as described in the Agency Administrator briefing and documented in the Delegation of Authority and the Wildland Fire Decision Support System (WFDSS).

B. Closeout

The incident closeout is a brief facilitated presentation on how the IMT met the Agency Administrator's incident objectives with emphasis on:

- Notable successes
 - Challenges
 - Issues not resolved
-

- Recommendations

The closeout should be facilitated by the IMT Planning Section Chief.

The IC provides a general overview, with deference to Officers and Section Chiefs for additional comments as needed.

The IMT will work with the Agency Administrator to provide an agenda and time frames for the incident closeout. An incident close out will not be open to the general public. Following is a list of suggested invitees:

- Agency Administrator(s) and cooperating Land Managers
- Expanded Dispatch and Communication Center Manager or ECC representative
- Appropriate GACC representation
- Local administrator (AO, procurement, etc.)
- Great Basin/Zone Cache
- Area Command
- MAC group representative
- Incident Business Advisor
- Regional/Local FMOs
- Great Basin Coordinating Group representative
- Great Basin Operations Committee representative

C. Performance evaluation form

Evaluations will be completed by Agency Administrators for all incidents within their jurisdiction using the Great Basin IMT Performance Evaluation Form, available at the GBCC website:

[https://gacc.nifc.gov/gbcc/logistics/overhead-folder/GACC_docs/Interagency IMT Evaluation fillable.pdf](https://gacc.nifc.gov/gbcc/logistics/overhead-folder/GACC_docs/Interagency_IMT_Evaluation_fillable.pdf)

The following will be provided to the GBOC Chair within 14 days of the IMT closeout by the IC.

- Performance evaluation forms
- A bullet list of challenges and notable successes of the assignment. ICs may share these “Lessons Learned” with other IMTs.

An overview of closeout issues will be prepared by the GBOC Chair and presented to the GBCG.

XIII. TYPE 3 INCIDENT MANAGEMENT TEAM GUIDANCE

The following procedures shall be followed within the Great Basin for all standing Type 3 IMTs mobilized outside of their primary response area. The primary response area may be a single interagency dispatch zone or a larger area if teams are composed of members of multiple adjacent dispatch zones, i.e. Nevada, Southern Idaho, and Western Wyoming. Additionally the GBCG and GBOC are responsible to ensure appropriate standards are established and met prior to mobilization of standing IMTs.

It is recognized that the primary driving force in local units or interagency groups in establishing Type 3 team organizations has been a locally demonstrated need and that any availability outside of that local area is a secondary priority and will not always be practical or supported.

A. Team management and oversight

Standing teams will have a clearly identified governing authority, such as a local or interagency board, operating group or committee. This authority shall establish chartering documents such as Management or Operating Plans/SOGs that outline at a minimum: team recruitment, rostering, periods of availability or rotation, and their mobilization process.

Type 3 teams desiring to be mobilized outside their primary response area will have a standing roster with identified availability periods vs. an ad-hoc organization established at the time of order/mobilization. The local governing authority will have discretion as to how they meet these and subsequent requirements.

B. Organization and qualification standard

Standing Type 3 IMTs will at a minimum meet the position standards identified in Chapter 11 of the Interagency Standards for Fire and Fire Aviation Operations (Red Book). The local governing board shall have sole authority for recruitment and approval of the IMT rosters.

The local plan may identify alternates/backups for primary team positions and may exceed the minimum qualification standard for positions. The Red Book establishes minimum qualification standards which must be followed, however units are strongly encouraged to move towards the Type 3 General Staff positions described in the Wildland Fire Qualifications System Guide, 310-1 (OPS3, PSC3, FSC3, and LSC3) and complete the corresponding NWCG or FEMA taskbook. These qualifications will be required of all agency personnel effective October 1, 2019.

The use of trainees in developing the workforce and succession planning is encouraged. In addition to the eight (8) required positions listed in Appendix B, a trainee Incident Commander, and an additional three (3) “blue” trainees may be included on the roster. Additional trainees and team members should be negotiated with the host unit at the time of mobilization. The ratio of 1 qualified trainer to 1 trainee will be maintained. If the local team roster includes staffed positions beyond those identified in the Red Book, negotiation at the time of mobilization will determine the final mobilized team roster.

C. Certification

Standing type 3 IMTs desiring to be certified for out of primary response area assignments must be approved prior to the fire season. Criteria for being certified include providing evidence of meeting the standards identified above; namely clear governance structure, including Operating Plans and/or SOGs, IMT rosters for the coming season, and certification of meeting the minimum qualification standard.

Appendix B: Type 3 IMT Annual Certification will be completed and signed by a representative of the Type 3 team’s governing body. The appendix must be filled out completely and submitted (electronic preferred) to the Chair of the GBOC. This is typically

due in late April. The GBOC will review/verify the documentation and provide a decision back to the responsible party. GBCCG will make final approval, typically in early May. After review, the approved standing type 3 IMTs will be communicated to the GBCC in order for them to be prepared to roster the team during their periods of off-unit availability.

D. Mobilization

The local governing board will establish team rosters and periods of availability to meet their needs. If the board determines that the standing Type 3 team is not needed for ongoing and expected local fire activity, they may decide to make that IMT available beyond their primary response area. At that point the IC or Oversight Representative will notify the GBCC that the team is available. At periods of high fire activity and elevated planning levels the GMAC and NMAC priorities will ultimately determine a team's out of area availability.

The team will be rostered in ROSS maintained by the GBCC. For Type 3 team orders within the Great Basin geographic area, the closest forces concept will be followed. The GBCC overhead desk will contact the oversight representative of the closest IMT (based on the ICs home dispatch location) to determine availability. For Type 3 IMT orders outside of the Great Basin, a pre-established rotation will be followed and the first available team in that rotation order will fill the order. The established rotation and rotation guidelines, along with the current status of all standing Type 3 IMTs will be maintained on the GBCC website Overhead page.

Upon release from an assignment, the IC will ensure an Incident Management Team close-out occurs to include the use of the current Great Basin IMT Evaluation form housed on the GBCC website. The form will be completed and forwarded to the Chair of the GBOC within 14 days of the close-out with the Incident Commander.

XIV. APPENDICES

- A. Great Basin IC Conference call agenda**
- B. Great Basin Type 3 IMT Annual Certification - Out-of-Area Mobilization Checklist**

Appendix A.

Great Basin Incident Commander Conference Call Agenda 2019	
Date:	Note taker:
GB MAC/GACC Coordinator: Agenda/Incident Commander Discussion Points: <u>Summarize the following in 4 min or less:</u> <ul style="list-style-type: none">• Fire Size / % contained / # of people / Cost to date• Significant changes since the last 209• BRIEF fire synopsis /Critical Incident Information (use Directional vs DIVS's)• Political Issues / Community Meetings• Closures / Evacuations / Public Safety Issues• Major Safety Concerns / Injuries / Accidents• Critical Resource Needs• Resources Available to Reassign/Share/Demob	
Predictive Services:	
GBCC Update:	
Incident commanders:	
MAC Coordinator	
Date/Time of Next Call:	

Appendix B.

Great Basin Type 3 IMT Annual Certification - Out-of-Area Mobilization Checklist

This checklist is to be completed by the Type 3 Incident Commander and approved by the IMT's governing body for each IMT at the beginning of the fire season, prior to the IMT being made available for incident assignment beyond their primary response area. The signed documentation shall be forwarded to the Great Basin Operations Committee Chair. Upon review and consent, the team roster information shall be forwarded to the Great Basin Coordination Center for inclusion in the Type 3 IMT rotations.

Staffing

Are the following IMT positions filled with employees that meet or exceed the minimum qualifications as identified in the Standards for Fire and Fire Aviation Operations (Red Book)?

Position	Qualified Federal or Cooperator Employee (Name)	Current NWCG Qualifications	AD? Yes/No	Meet FEMA T3 C&G qual? Y/N
Incident Commander				
Operations				
Division				
Logistics				
Plans				
Finance				
Safety				
Information				
Approved Trainees				
IC Trainee				

Preparedness

Does the IMT have a standing roster? **Yes**_____ **No**_____ (explain)

Certification

The IMT has a clear governance structure (Operating Plans/SOG's) in place?

Yes_____ **No**_____ (explain)

The_____ **IMT is available for incident assignment.**

Incident Commander _____ Date _____
Signature

IMT Oversight Representative _____ Date _____
Signature and title

Printed name Phone # _____

GB Operations Committee Chair _____ Date _____
Signature